



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
Chief Executive Officer

August 13, 2009

To: Supervisor Don Knabe, Chair
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

CHIEF EXECUTIVE OFFICE (CEO) REQUEST TO PROMOTE MS. DAROLYN JENSEN TO THE POSITION OF SENIOR MANAGER, CEO

Consistent with the Board-approved policy on management appointments, this office requests authorization to promote Ms. Darolyn Jensen to the vacant and budgeted position of Senior Manager, CEO with responsibilities for the CEO Efficiency Team and the Administrative Services Division in the Chief Executive Office at an annual salary of \$160,813.32 (\$17, Step 5). This salary represents an 8.9% increase over her current salary and is justified because of her extensive experience and technical expertise that she brings to this position, as well as, the level of responsibility required for this function. It is also comparable to the salary given to the last appointment for this position.

Ms. Jensen has over 22 years of experience in the County of Los Angeles in budget, fiscal, operations, strategic planning, human resources, legislations, facilities management, procurement, contracting and a variety of other administrative functions. Ms. Jensen has been a manager in the CEO since 2006 with management responsibility for the oversight of operational and fiscal activities and budget development for departments in the Health and Mental Health Cluster and subsequently for development and oversight of the new CEO Efficiency Team. Prior to that, she was the Administrative Deputy in the departments of the Treasurer and Tax Collector and the Public Defender. She has also served as the Budget and Fiscal Officer in the Executive Office of the Board of Supervisors. In these positions she has demonstrated outstanding managerial skills and her ability to maintain a positive rapport with a wide variety of public and private entities.

As the Administrative Deputy, Ms. Jensen will report to the Chief Deputy, CEO and will be responsible for directing over 55 staff involved in a full range of administrative activities of a central agency department in areas such as human resources,

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contracting, budget, fiscal operations, information technology, contracts, strategic planning, office management, procurement and facilities management. Many of these activities provide support and direction to Countywide activities related to other departments, as well as, internal CEO functions. In addition Ms. Jensen provides direction and oversight to the Efficiency Team that is responsible for the coordination and management of the County's efforts to support and improve the operations of County departments and increase operational efficiencies at Countywide and departmental levels. She is also responsible for partnering with the Department of Human Resources to lead, direct, and provide oversight of the Countywide Administrative Intern Program.

In accordance with the policy on managerial salaries, unless we are informed otherwise from your offices by August 27, 2009, we will proceed with Ms. Jensen's appointment to the Senior Manager, CEO position.

Please contact me if you have any questions or need additional information.

WTF:SRH
SP:p

jensenappoint